King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 2 **Physical Plant**	
2.01.005, Vending Machine Services	Approved By:	Director Allen Nance
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Purpose
To establish expectations for allowing vending machines in department facilities and allowing access to those machines by vendors.

Policy
It is the policy of the department to allow access to vending machines in specified locations and to have procedures in place to ensure that the servicing of such machines meets all safety and security concerns.

References
Department Policy: 1.03.049, Background Investigations
4.01.008, Identification for Access to Department Facilities
Department Form: Authorization Form for Criminal History Reference Check (F-613)

Definitions
Vending machine: As referenced in this policy, vending machines are those located in both the resident and non-resident areas of DAJD facilities.
Vending Machine Company Employee: An employee of a contracting vending machine company who is cleared to work within DAJD facilities.

General Guidelines
1. All vending machine company employees shall:
   a. Have successfully completed a department criminal history reference check before being allowed unescorted access in department facilities. This check shall be performed as part of the identification card issuance process following department policies 1.03.049, Background Investigations and 4.01.008, Identification for Access to Department Facilities.
   b. Be briefed on security and building procedures by a department staff member.
   c. Enter at designated entrances appropriate to their tasks, i.e., loading dock access, etc.
   d. Only be allowed access to areas necessary for carrying out their duties.
2. Vending machine company employees who do not require frequent access to a department facility (emergency repair of machines, filling in for the regular delivery person, etc.) will not be issued a department ID Card. These employees will require uniformed staff escort. The

person desiring access must complete an Authorization Form for Criminal History Reference Check (F-613) prior to entering the facility. The Maintenance and Supply sergeant or the shift commander shall be responsible for processing the F-613 and, if appropriate, authorizing access and providing an escort for the vending machine company employee.

3. Vending machines shall only be placed in locations designated by the division major or higher authority.